
April Newsletter

DSD Custodial

Learning First!

Loaner Equipment

When borrowing equipment from Custodial Service Administration, make sure that it is returned clean and in good condition. If equipment that is loaned to you is damaged while at your facility call the office ASAP at 801-402-7880 so that we can get it fixed and back into rotation for other custodians. If equipment that is loaned to you is not clean when you receive it please notify your coordinator.

Summer Equipment

Everyone has been directed to start up all their indoor and outdoor summer equipment and verify that it is in good, working order. If you have not done this yet do it now. It is critical as the maintenance shop will have limited resources to repair custodial equipment over the summer.

Grounds/Sprinklers

Please remember that your grounds are our community's first impression of your school/location. It is critical that the outside grounds are maintained properly. Make sure that weeds are pulled or sprayed, shrubs are trimmed, and litter is picked up.

Now that the sprinklers are on and summer is approaching, please keep a close eye on your grounds. Look for dry spots, puddles, and anything that seems out of the ordinary. If you find anything of concern, please follow up as soon as possible. Keep in mind that being proactive is key to keeping our grounds healthy and green.

If you notice sprinklers are running and not turning off please go to the valve box, turn off the valve for 1 minute, then turn it back on. If the sprinklers are still running then call in an emergency job sheet.

Please be patient with grounds for the next few weeks. They are running on a skeleton crew until they complete all their hiring.

Four Day Work Weeks

There will be no more four day work weeks, even in the summer. We need to have coverage at the schools five days a week and prevent decreased productivity from long shifts.

Upcoming Events

June 6

Professional Development Day will be held at Syracuse High. Full-time employees plan on attending from 7:00 am-3:00 pm, part-time employees from 11:00 am-3:00 pm. This is a mandatory training day for all custodial employees. More information to come.

Congratulations

We would like to congratulate **Rick Walker** on becoming the Head Custodian at Wasatch Elementary.

Parking Lot Striping

When calling in a job sheet for your parking lot to be stripped, please submit a separate job sheet for each color needed.

Ornamental Grass

If you have not already trimmed your ornamental grasses, please do so **immediately**. Bundle the grass, tape it, and measure at least 9 inches from the ground before cutting. The grass cannot be cut shorter than 9 inches. If you do not do it now, you **cannot** trim your grasses until the fall.

Square Scrubs

As we look to the summer cleanings be aware that only custodians who have a summer lunch program will be able to schedule the square floor buffers the last 2 weeks of summer.

Major Events

If you have any catastrophes such as flood, fire, gas leaks, etc. at your facility notify your coordinator ASAP.

Pests

If you are having an issue with pests please call in a work order at 801-402-5600 before calling your coordinator.